



**SENSITIVE - NOT TO BE SHARED WITH PUBLIC**



**Effective Dates:** 03/12/2024 - Present ([View History](#))

## **RM 10225.066 How to Process New (Different) Social Security Number (SSN) Requests for Adoption Cases**

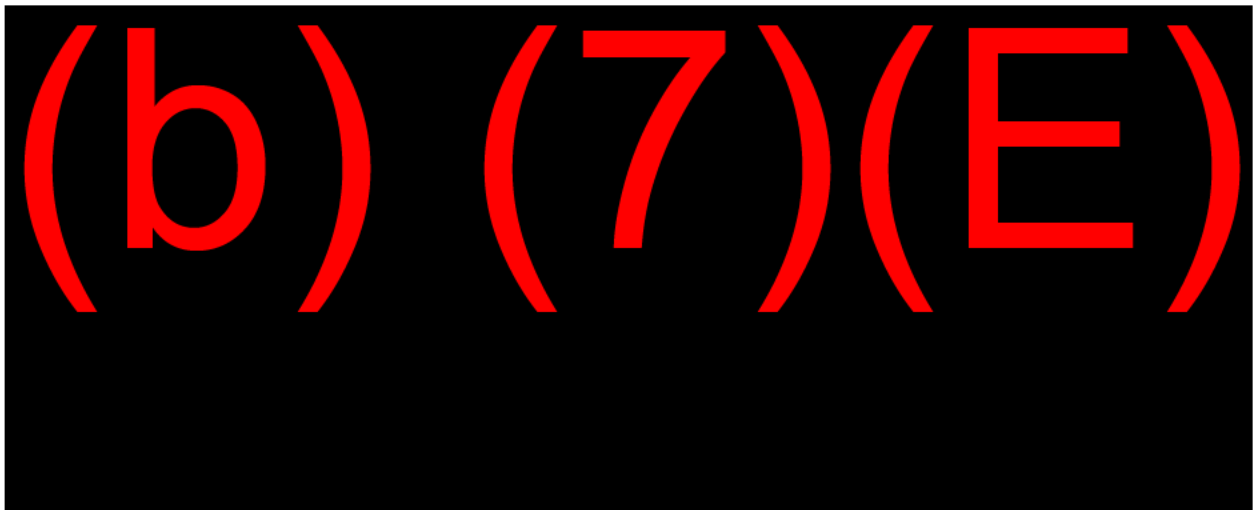
### **A. Policy on new (different) SSN requests for adoption cases**

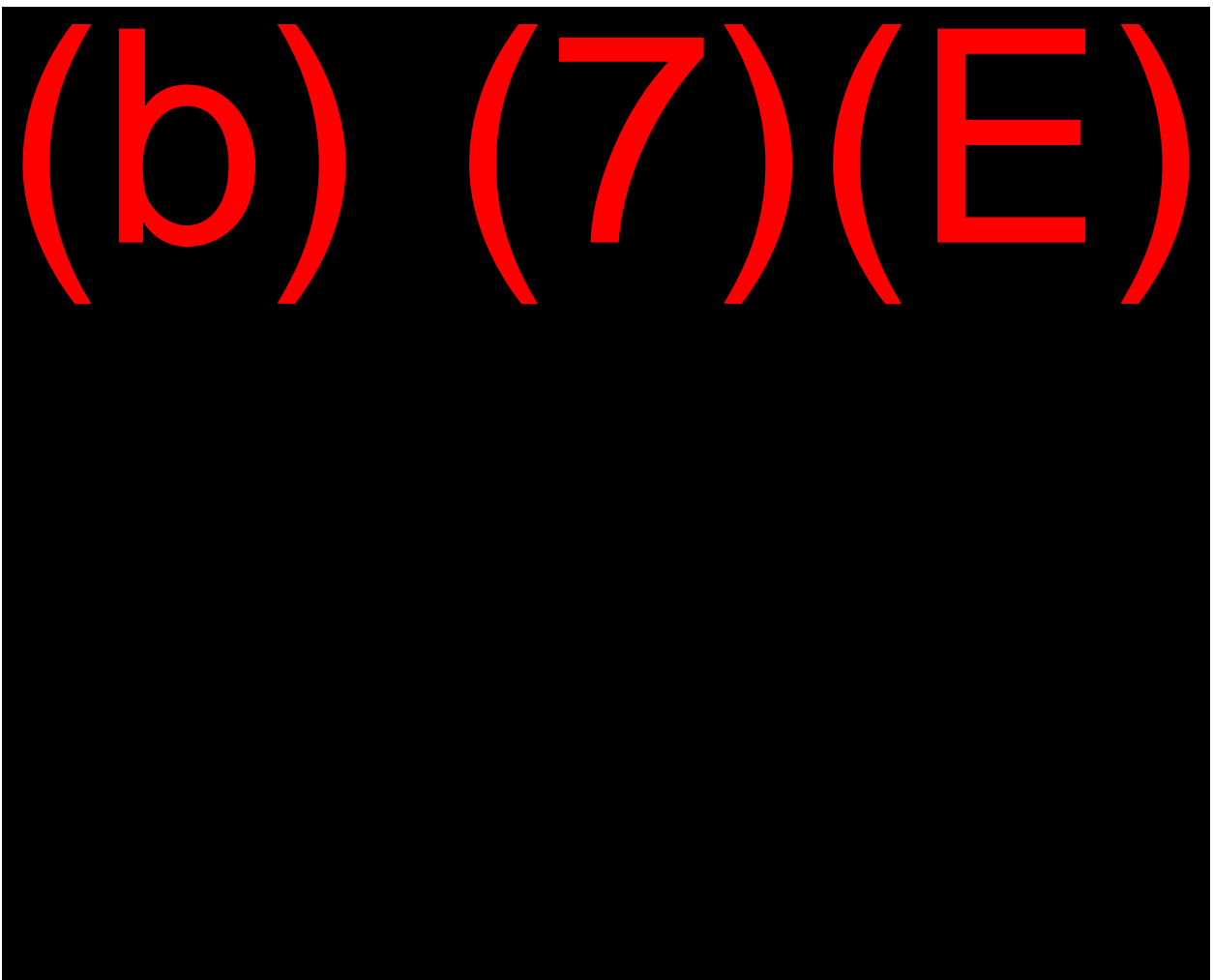
We treat a request for a new (different) SSN for an adopted child under age 18 the same as a request for an original SSN. Field office (FO) technicians should take great care in explaining to the parents, who are requesting a new (different) SSN, that it is an important decision and that they should consider keeping the original SSN assigned to the child.

### **B. Processing new (different) SSN requests in final adoption cases**

Use the Multiple Social Security Number (SSN) Informational Checklist in RM 10225.066B.2 in this section as a guide to explain the impact of obtaining a new SSN for an adopted child.

#### **1. Conditions for processing new (different) SSN requests**






## 2. Processing the request for a new (different) SSN for an adopted child

Exercise caution when taking an application in the Social Security Number Application Process (SSNAP) for an adopted child when the parent requests a new SSN.

- a. Before taking an SSN application, print and review all items on the Multiple Social Security Number (SSN) Informational Checklist with the applicant.

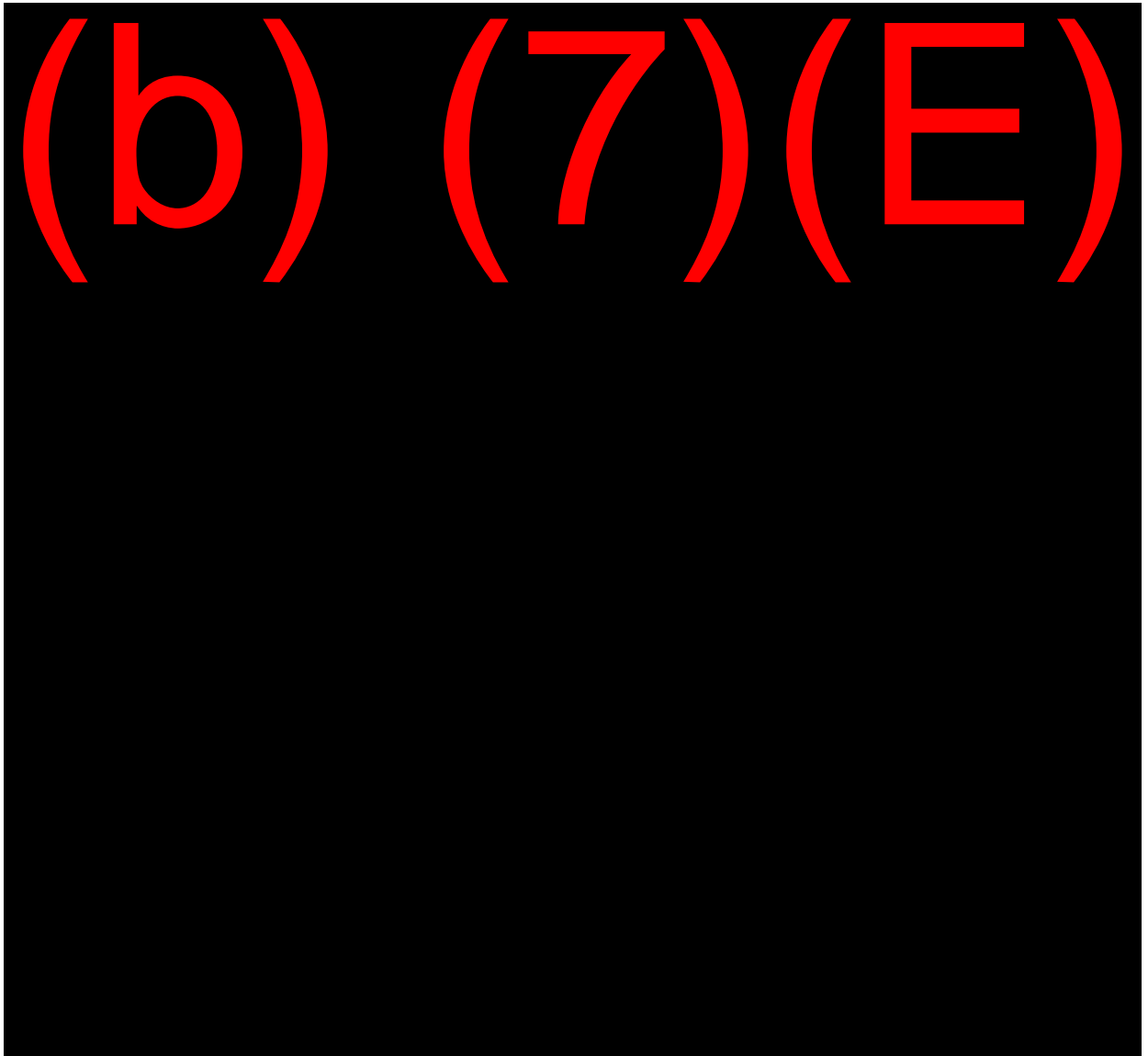
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Use the multiple Social Security Number (SSN) Checklist to explain to applicants the possible effects of obtaining a new SSN for the adopted child. Assigning a new SSN may affect their ability to interact with Federal and State agencies, employers, and others, because past records are under another SSN.


Explain to applicants that they should treat the child's new SSN as the "active" SSN and that we will "retire" all other SSNs. For information on "active" and "retired" SSNs, see [RM 10220.001](#) .

Provide the proper applicant with a printed copy of the checklist.

b.







- c. The next day, take action to cross-refer the newly assigned SSN to the original SSN via SSNAP following the instructions for "Cross-referring or Uncross-referring SSNs" in RM 10220.415C.3.
- d. If the child is a Title II or Title XVI recipient, take appropriate action to change the SSN on the Master Beneficiary Record or Supplemental Security Record.

**IMPORTANT:** Adoption is not a valid reason to assign a new SSN to an adult. See the instructions for "When the Field Office (FO) May Not Approve Requests for New Social Security Numbers (SSNs)" in [RM 10220.050](#) .

### C. References

- [RM 10205.025](#)  Proper Applicant for a Social Security Card

- [RM 10225.055](#)  Social Security Numbers (SSNs) for Children Prior to Adoption
- [RM 10225.060](#)  Application for a New (Different) Social Security Number (SSN) for an Adopted Child
- [RM 10225.067](#)  Resolving Social Security Number (SSN) Problems Involving Adoptions
- [RM 10225.070](#)  Foreign-born Adopted Children
- [SSNAP User Guide](#)

## Section History

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**Link to this section:**

**(b) (7)(E)**